

City of Muskegon

Picnic Shelter Reservation Application

Please return **ALL COPIES** of original form to: **City of Muskegon, Engineering Department, P.O. Box 536, Muskegon, Michigan 49443-0536.** After being approved, one copy will be returned to the contact person. **All fees must be paid at time of reservation.** Reservations are considered on a **First Paid**, received basis. Visit us on the web: www.shorelinecity.com for more information or call **231-724-6707**

RENTAL LOCATION	RENTAL FEE IF YOU MAKE YOUR RESERVATION BETWEEN SEPT. 30 TH -APRIL 14 TH (<small>\$25.00 discount for reserving prior to peak season</small>)	RENTAL FEE IF YOU MAKE YOUR RESERVATION BETWEEN APRIL 15 TH - SEPT. 29 TH (<small>AND YOUR EVENT IS BETWEEN THESE DATES</small>)	RESERVATION REVISIONS	*Additional Charge For Unclean Shelter
Kruse 1-3, Margaret Drake- Elliott, Campbell, Beachwood & Seyferth	\$100.00 Per time session	\$125.00 Per time session	\$15.00 each request	\$75.00
Kruse # 4	\$125.00 Per time session	\$150.00 Per time session	\$15.00 each request	\$75.00
Shelter on Channel	\$50.00 Per time session	\$75.00 Per time session	\$15.00 each request	\$75.00
Grouped tables @ Margaret Drake-Elliott	\$50.00 Per time session	\$75.00 Per time session	\$15.00 each request	\$75.00

Kruse #1/Seats 40

Kruse #2/Seats 40

Kruse #3/Seats 40

Kruse #4/Seats 200

Campbell Field/Seats 60

Beachwood/Seats 30

Seyferth/Seats 60

Shelter on Channel/Seats 24

Margaret Drake Elliott/Seats 80

Uncovered Grouped Tables @ Margaret Drake Elliott (East side of Park)
(Seats 48)

Available Time Slots for All Shelters (Circle One or Both Time Sessions)

Session times: 9:00am-3:00pm **OR** 4:00pm-11:00pm (We do not deviate from these set times)

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Date of Use: _____ Type of Event: _____

(Your event must be contained to the shelter, not the surrounding grounds)

Contact Person: _____ *Organization Name: _____

Address: _____ City _____ State _____ Zip: _____

Best Contact Phone: _____ E-mail _____

***I have read both sides of this form, and agree that my group and I will abide by all policies and rules contained herein. I further agree and authorize the City of Muskegon to initiate an additional charge of \$75.00 against my credit card or other account if the picnic shelter and immediate surrounding grounds are not left clean and free of litter/garbage, etc. at the end of my reservation period.**

Signature of person assuming responsibility: _____

Signature of City office Staff Person

Authorizing Reservation permit: _____ Date Reserved: _____

Fee Received/Total Paid _____ By: Check _____ Cash _____ CC _____ Receipt/Approval # _____

To assist in payment, we accept: MasterCard, Visa and Discover

C-Card No: _____ Exp. Date: ____/____/____ MC ☐ Visa ☐ Discover ☐ 3 digit code: _____
(Back of Card)

1. All rental fees are due and payable at the time you set your reservation.
2. **The City of Muskegon may initiate an additional charge of \$75.00 against your credit/debit card or other account if the picnic shelter and immediate surrounding grounds are not left clean and free of litter/garbage, etc. at the end of your reservation period.**
3. Parks personnel will attempt to check with you sometime during your event. Please be sure that you have your rental form with you on the day of your event.
4. **The following is a list of Maintenance Items that must be taken care of by the end of your reservation:**

_____ **Wipe down top of tables and seats. They must be free of crumbs and spills**

_____ **Remove All decorations including tapes, tacks, signs, balloons, etc.**

_____ **Rinse down any spills on shelter floor and food disposed of in proper provided receptacle**

_____ **Remove all user supplies (food, drinks, etc.)**

_____ **All trash/garbage from shelter and surrounding grounds disposed of in provided receptacle**

Park Rules and Regulations: Please read carefully. Revised 11/12

1. Every effort will be made to have shelters ready for your use, but if your reservation is **not** made at least 1 week in advance this cannot be guaranteed. **Please have this form with you to verify your reservation.** We do not take any paid picnic shelter reservations before Memorial Day or after the Labor Day weekend because we can't make a guarantee of city services (bathrooms open, and general maintenance items). But, please remember that all of our parks are Free and Open to the Public, and would operate on a first come/serve basis.
2. **No refunds will be made.**
3. **You are reserving the shelter only, not the surrounding grounds. Your event must be contained to the shelter. Park Staff may ask you to remove any items that are not approved by the City.**
4. **If your event is "Open to the Public" it may be necessary for you to file a Special Event Application.**
5. You must be 18 or older to reserve a facility, and responsible adult supervision must be provided at all times to ensure that the facility and surrounding grounds are utilized in a safe and orderly manner.
6. The park staff has the authority to require persons violating park rules or City ordinances to leave the park. Any violation of park rules or City ordinances may result in loss of reservation, deposit, and prohibition or restriction of future access to park facilities. If you are having music of any type, (i.e.: live/radio/cd), please be respectful of others and keep the noise level down.
7. **NO PERSON SHALL POSSESS OR CONSUME ALCOHOL IN ANY CITY OF MUSKEGON PARK.**
8. All motorized vehicles must be parked in designated parking areas. **BACKING** into diagonal parking spaces is not allowed. Also, we can not guarantee or reserve parking for those guests attending your event.
9. You are responsible for keeping the parks clean by leaving facilities and surrounding grounds free of litter. Patrons must wipe clean the tables and clean spills on the floors. Further fees may be assessed or future access to park facilities prohibited or restricted if the user does not properly care for rental area. With your help, the City will be able to keep rental fees low.
10. Pets must be kept leashed, and must be cleaned up after. A pooper-scooper device must be on the person in control of the dog. **Pets are not allowed on the beach except in the designated "dog beach" area. Violators could be fined under City ordinance.**
11. All advertising shall be limited to identification and/or location of the event. All sales of merchandise or other materials are prohibited unless specific written approval is obtained.
12. The City of Muskegon assumes no responsibility, financially or otherwise, for accidents or injuries sustained by individuals or groups of individuals using any facility.
13. If there are any problems with the facility, **call (231) 724-6707, 9-5 weekdays. After 5:00pm, weekends and holidays, please call (231) 737-2680.**
14. To protect the environment and wildlife, we ask that you do not throw rice or confetti, or release any balloons. You may, if you like, use bubbles or birdseed.
15. **There shall be NO digging or staking in the ground/beach area.** MISS DIG MUST BE contacted five (5) business days in advance. You can reach them at 1-800-482-7171 or 811. We may ask you for your Ticket Confirmation Number.
16. We will not remove or move (picnic tables, etc.) any natural or city maintenance fixtures that have been set in place to protect the parks, beaches, or dunes.
17. Accesses to Power- All of our shelters have regular 110 electrical outlets. Plugging in large wattage items (PA systems, etc), or numerous items may cause for you to blow a breaker. Please contact on-site park personal. Also, there is no access to power on the beach, a generator may be used. The City of Muskegon assumes no responsibility if your electrical items are damaged. Use of surge protected electrical strips is recommended versus extension cords. Thank you for your continued use of OUR City of Muskegon's Parks and Picnic Shelters.